

UR Medicine Labs Test Formulary Review

Department Strong Memorial Hospital Pathology

The specimen collection and handling requirements for each of the following analytes/test(s) have been reviewed deemed appropriate and approved for use.

Test Name	Test Mnemonic	Reviewed By:	Date Reviewed:	Changes Needed (put an x in the box and provide pdf test listing with the changes documented)
Surgical Pathology Specimen Collection Guidelines – Strong Memorial Hospital		<i>JM</i>	10/22/21	X


Loralee McMahon
Laboratory Supervisor Signature

10/22/2021
Date

Loralee McMahon
Laboratory Supervisor Name Printed

University of Rochester Medical Center
Outreach Department
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West Henrietta, NY 14586


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Title: UR Medicine Test Formulary Review



Laboratory Director Signature

10/26/21

Date



Laboratory Director Name Printed

Surgical Pathology

Provides Diagnostic Consultative Services on Tissue Specimens

Telephone: 585-275-3191 Fax: 585-273-3637

Specimen Delivery: Room G-5415, 6:00am -10:30pm, Monday-Friday (585-275-1878)

Evenings and Weekends: Webpage AP Pager (16-6566) or Call SMH page operator (585-275-2222)

Neurosurgical Biopsy Specimens: Call 585-275-3202

Muscle and Nerve Biopsy Specimens: Call 585-275-2559

All specimens must be accompanied by a COMPLETED REQUISITION FORM or an eRecord label including a relevant clinical history, biopsy site written on both the requisition/eRecord label order and the specimen container, collection date and time, and names of all person to whom results should be sent. Requisition forms are available on the hospital units, in the outpatient departments and from Pathology and Laboratory Outreach Services, 585-758-0510. (See instructions for completing requisitions and specimen labeling)

Specimens may be submitted without fixative if they are delivered to the laboratory immediately after they have been obtained. In most circumstances it is preferable to place the specimen in 10% Neutral Buffered Formalin, ideally 10 times the volume of the specimen (see exceptions below). Biopsy specimens obtained after the laboratory has closed should be placed in formalin until they can be delivered to the laboratory (except as noted below). RUSH specimens obtained in late afternoon should be HAND DELIVERED to Surgical Pathology to ensure next day results.

OPERATING ROOM PICK UP

An accessioning room technician is scheduled from 7:45am to 10:00pm for “at the door” pick up of operating room specimens when called. At the time the “runner” picks up the specimen and an 8 point safety check is performed to ensure there are no discrepancies with patient/specimen identification, and all information necessary to process the specimen is present and correct. The specimen is sent by the technician via the pneumatic tube system to Surgical Pathology.

After 10:00pm weekdays or on weekends and holidays, specimens obtained in the operating room are brought to the tube station room by the OR staff. The patient and specimen information is entered in the specimen log, formalin is added to the specimen container (**see exceptions below**) and the specimen is placed in the refrigerator on the designated Surgical Pathology Shelf. The refrigerator is checked for specimens by Surgical Pathology Staff nightly, Monday through Friday, at 10:00pm, and is checked each morning at 7:00am Monday through Friday and once on Sunday.

SPECIMEN REQUIRING SPECIAL HANDLING

Certain specimens require SPECIAL HANDLING in order that appropriate examinations can be carried out. These are listed below. Any questions regarding specimen handling should be referred to the Surgical Pathology Office (days) or through the AP Pager (16-6566) via webpage or the page office (evenings and weekends).

LYMPH NODE BIOPSIES

****NO FORMALIN****

Lymph nodes removed with the clinical suspicion of lymphoma should not be placed in formalin. The specimen should be wrapped in a SALINE MOISTENED GAUZE and delivered immediately to the Surgical Pathology Gross Room (G-5405). After 5:00pm and on weekends, the Surgical Pathology Resident (AP Pager) on call should be contacted through the page office, preferably before the procedure is started. He/She will receive the specimen so that the appropriate processing, including immunophenotyping of lymphomas, can be carried out. Requisition forms should indicate whether cell markers (flow cytometry) or molecular diagnostic studies are desired.

ELECTRON MICROSCOPY

****CALL AHEAD****

If it is anticipated that electron microscopy examination of tissue samples may be indicated, the Electron Microscopy Laboratory (275-1946) or the Surgical Pathology Resident (AP Pager) on call should be contacted for information regarding specimen handling

RENAL BIOPSIES

****CALL AHEAD****

Pick up of specimens can be schedule during weekdays at extension 275-1946. On weekends, the resident on call will pick up and triage renal biopsy specimens. The resident on call should be contacted in advance. On weekends, the renal pathologist and EM technician are contacted by cell phone or paged through the page office.

PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES

****NO FORMALIN****

Specimens are submitted fresh or in saline. Specimens submitted for cytogenetic testing must be accompanied by a separate consent signed by the patient and must be submitted with a cytogenetics requisition. On weekends the Surgical Pathology Resident (AP Pager) on call should be contacted via the page office.

SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON

Liver biopsy specimens for quantitative assessment of copper or iron must NOT come into contact with any metal other than the liver biopsy needle. Tissue is submitted in 10% Neutral Buffered Formalin. The Surgical Pathology requisition must include a request for quantitative copper or iron evaluation. Send to Surgical Pathology Laboratory for processing.

SPECIMENS FOR PEDIATRIC ONCOLOGY GROUP (POG) PROTOCOL

****CALL AHEAD****

Contact the Pediatric Pathologist or the Surgical Pathology Gross Room (275-0910) in advance. On weekends, contact the Surgical Pathology Resident on call to arrange for procurement of tissue from patients participating in the POG.

JOINT SPECIMENS FROM PATIENTS WITH GOUT

****NO FORMALIN****

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh or in 100% ethanol, rather than formalin.

NOTE: The pre-operative diagnosis of gout must be written on the specimen requisition.

NEUROSURGICAL BIOPSIES

****CALL AHEAD****

Operating room consults and requests for frozen section examination on tissue from the nervous system should be directed to Neuropathology at 275-3202 on weekdays from 7:30am to 5:00pm or page the Neuropathology attending and/or the Surgical Pathology Resident on call for weekend/after-hours requests. Tissue samples for routine processing should be placed on saline-moistened gauze and sent to Surgical Pathology. Neuropathology studies often require special handling, therefore, prior consultation with an attending neuropathologist is strongly encouraged, particularly in cases where non-neoplastic brain biopsies are contemplated (e.g. infectious, inflammatory, demyelinating, and “storage” diseases etc.)

PERIPHERAL NERVE BIOPSIES

****CALL AHEAD****

Nerve Biopsy specimens are processed through the Neuromuscular Disease Laboratory. Neuromuscular Disease Center physicians and technician are skilled in the special techniques required to remove and process the sural nerve specimen without distortion. The technician must be present at the time the biopsy is taken by the surgeon. All peripheral- nerve biopsy specimens should be scheduled through the Neuromuscular Disease Center (585-275-6372). Initial processing will take place in the Neuromuscular Disease Center, but some specialized procedures will be carried out in the Histology Laboratory.

SKIN BIOPSIES FOR PERIPHERAL NEUROPATHIES

****NO FORMALIN****

Skin biopsy specimens for peripheral neuropathies are processed through the Neuromuscular Disease Laboratory. These skin biopsy specimens require special handling and must NOT be placed in formalin. Prior consultation with Neuromuscular Disease Center (585-275-6372) is necessary.

MUSCLE BIOPSIES

****NO FORMALIN****

Muscle biopsy specimens require special handling and must not be placed in formalin. Ideally, the surgeon should obtain three 1.1 cm pieces of muscle along the longitudinal orientation of the muscle fibers and away from the tendon insertion. All pieces should then be kept cool (NOT FROZEN) on saline moistened gauze. Prior consultation with Neuromuscular Disease Center (585-275-6372) is necessary to maximize the information that will be obtained from the specimen.

OPHTHALMIC BIOPSIES

Samples are submitted to Surgical Pathology for processing. Specimens for lymphoma evaluation (excluding vitrectomy specimens) should be submitted unfixed on saline moistened gauze in case flow cytometry evaluation is indicated. Other samples should be submitted in 10% Neutral Buffered Formalin

(NBF) with a 10 to 1 NBF to specimen ratio. For specific or unusual sample requests, contact Surgical Pathology for instructions prior to specimen submission.

OPERATING ROOM CONSULTS AND FROZEN SECTIONS

These services are available 24 hours a day, 7 days a week. During laboratory working hours (7:30am to 5:00pm) requests should be directed through the Surgical Pathology Accessioning Room (275-1877). After hours calls should be paged using the web paging system - AP Pager (16-6566) or call the SMH page operator (585-275-2222). Alternatively ask for the Surgical Pathology Attending on Call.

For **Neuropathology** frozen sections after hours page the Neuropathology Attending on call through the page office or the Surgical Pathology Resident on call (16-6566).

STAT AND RUSH PROCEDURES

Surgical Pathology is prepared to provide procedures on a STAT and RUSH basis in cases where appropriate and necessary for proper patient care. Specimens designated as RUSH are typically processed with 24 hours. STAT specimens, received by 11:00am Monday through Friday and by 10:00am on Saturdays, are processed as soon as possible with same day turnaround time. STAT requests require approval by a staff pathologist and can be handled most expeditiously by direct consultation with the laboratory.

INSTRUCTIONS FOR COMPLETING REQUISITION FORMS

1. **Location** - Check the appropriate box for inpatient, ED, private ambulatory, or OPD patient. Fill in the floor number. This is important for patient identification and billing –some outpatient areas have special protocols for numbers and types of slides prepared.
2. **Patient Last Name, First Name (no nicknames or alias), Date of Birth** - Completed (or apply label) patient personal information in the appropriate space provided. Full name, account number, medical record number (MRN) and date of birth (DOB) are used together to ensure correction identification of patients when checking for previous history. Always include all four of these for SMH patients and always include full name, address, and date of birth for private ambulatory patients. To ensure correct identification, the patient name and 2nd identifier (MRN or DOB) must be on the specimen label.
3. **Clinical History and Biopsy Site/Source** - Fill in exam/biopsy date, specimen information (biopsy site/source) and relevant clinical history to assist the pathologist in interpretation of the histologic findings. A brief relevant clinical history along with biopsy site/source is essential, a recommendation of NY State and other regulatory agencies, and is monitored under department quality assurance standards.
4. **Insurance Information** – Indicate the patients' insurance information. This is most important for private ambulatory patients. Insurance information for SMH patients is usually captured during registration
5. **Submitting Physician (s)** – Fill in the name and address of the referring/ordering physician. Indicate the attending doctor and any other physicians to whom reports should be sent.


INSTRUCTIONS FOR LABELING SPECIMEN CONTAINERS

1. **Containers and labels** – Patient care areas within the hospital stock specimen containers and preprinted or plain labels. Supplies for physician offices are available from Pathology and Laboratory Outreach Services, 585-758-0510 or 800-7474769. If a container does not have a label or place for writing, any plain white adhesive label can be applied to it with the patient identification details.
2. **Minimal Requirements** – Labels should include a minimum of the patient’s last name, first name (no nicknames or alias) and MRN or DOB. The site of the biopsy must be indicated on each container. In order to ensure proper identification, the patient’s name and biopsy site on the specimen label should exactly match the patient’s name and biopsy site on the requisition or the record label
3. **Infection Control** – Universal precautions mandate that all unfixed specimens are treated as potentially infectious. All specimens and their requisition forms are to be placed in biohazard zip top bags when they are transported through the Hospital’s pneumatic tube system, the hallways, or when being transported from outside physician offices.

REQUESTS FOR ADDITIONAL STUDIES ON SPECIMENS

Requests for add-on special studies (molecular, special stains, immunohistochemistry) on specimens already processed must be submitted by a written request signed by the requesting physician and may be faxed to the Surgical Pathology office at 585-273-3637.

Reviewed and approved: _____ Date: 10/26/21


Aaron Huber, DO
Director Surgical Pathology


_____ Date: 10-25-2021

Loralee McMahon, HTL(ASCP) MS
Chief Supervisor Surgical Pathology and Autopsy

